



MAILING P.O. Box 5033 • Houma, LA 70361

PHONE 985-857-3655 • FAX 985-857-3689 • WEB [www.ftcc.edu](http://www.ftcc.edu)

## BID SOLICITATION

DATE: May 7, 2010

Following is Bid Solicitation # **10024** for **Janitorial Services**.

As a State of Louisiana bid, the **bid price must include all shipping and handling fees**. Please reply on or before **10:00 a.m. June 1, 2010**. **Please remember to sign your bid quotation.**

Deliver sealed bid by hand to: Fletcher Technical Community College  
310 St. Charles Street  
Houma, LA 70360

Or mail sealed bid to: Fletcher Technical Community College  
Attn: Bid Department  
Post Office Box 5033  
Houma, LA 70361-5033

### YOUR ENVELOPE MUST BE MARKED AS FOLLOWS:

**"Bid Enclosed - Deadline 10:00 a.m. June 1, 2010"** so that it will not be opened in error prior to the bid opening.

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE FTCC ADMINISTRATION OFFICE IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.

BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.

**For additional information, please contact Susan Delahoussaye, Fletcher Technical Community College, Fiscal Operations Department, at (985)858-5746.**

Your prompt response will be appreciated. If you wish to be removed from our bid list of vendors please let us know.

Page 1 of 2

<b>DELIVERY DATE DESIRED</b>	<b>F.O.B. DESTINATION</b>	<b>BID OPENING DATE AND TIME</b>
14 DAYS ARO	Fletcher Technical Community College	June 1, 2010 TIME: 10:00 AM
<b>VENDOR NAME AND ADDRESS</b>		<b>DELIVER TO:</b> L. E. FLETCHER TECHNICAL COMMUNITY COLLEGE, LAMPI Campus 310 ST. CHARLES STREET HOUMA LA 70360
Bidder's Signature: _____ Telephone No.: _____		<b>INVOICE TO:</b> L. E. FLETCHER TECHNICAL COMMUNITY COLLEGE PO BOX 5033 HOUMA LA 70361-5033

### STANDARD BID INSTRUCTIONS, TERMS AND CONDITIONS

#### TO BE COMPLETED BY VENDOR:

1. \_\_\_\_\_ Please remove our company from this commodity code.
2. \_\_\_\_\_ Delivery will be made in this number of days after receipt of order.
3. \_\_\_\_\_ % cash discount for prompt payment if made within thirty (30) days. Cash discounts for less than 30 days or less than 1% will be accepted, but will not be considered in determining awards. On indefinite quantity term contracts, cash discounts will be accepted and taken but will not be considered in determining awards.
4. n/a Bid Bond attached, \_\_\_\_\_ Certified check attached, \_\_\_\_\_ Other, if required.
5. \_\_\_\_\_ Bid reference number. (This number will appear on resulting order or contract).


#### INSTRUCTIONS TO BIDDERS:

1. Read the entire bid, including all terms and conditions and specifications.
  2. All bid prices must be typed or written in ink.
  3. This bid is to be manually signed in ink.
  4. Bid prices shall include delivery of all items F. O. B. Destination or as otherwise provided. Bids containing "payment in advance" or "C.O.D." requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
  5. Amount of bid bond required: n/a
  6. Amount of performance bond, if required: n/a OR n/a % of bid.
  7. Desired delivery: 14 DAYS ARO
  8. To assure consideration of your bid, all bids and addenda should be returned in an envelope or package clearly marked with the bid opening date and the bid number, or submitted in the special envelope if furnished for that purpose.
  9. Bids submitted are subject to provisions of the laws of the State of Louisiana including but not limited to L.E.S. 39:1551-1736; purchasing rules and regulations; executive orders; standard terms and conditions; special conditions; and specifications listed in this solicitation.
  10. Important: By signing the bid, the bidder certifies compliance with all instructions to bidders, terms, conditions and specifications, and further certifies that this bid is made without collusion or fraud. This bid is to be manually signed in ink by a person authorized to bind the vendor (see No. 30). All bid information shall be made with ink or typewritten.
  11. Address all inquiries and correspondence to the buyer at the phone and address shown above.
  12. Conference:
  13. Bid forms.
- All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Bids submitted in the following manner will not be accepted:
- A. Bid contains no signature indicating intent to be bound;
  - B. Bid filled out in pencil; and
  - C. Bid not submitted on the State's standard forms.

Bids must be received at the address specified in the solicitation prior to bid opening time in order to be considered. Telegraphic and Fax alterations to bids received before bid opening time will be considered provided formal bid and written alteration have been received and time-stamped before bid opening time. Entire bid should be returned, except item pages not bid.

#### 14. Standards of quality.

Any product or service bid shall conform to all applicable federal and state laws and regulations and the specifications contained in the solicitation. Unless otherwise specified in the solicitation, any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation.

<b>SOLICITATION LOG NUMBER: 10024</b>	
Louisiana State Sales Tax not to be included in above price or added to the invoice. Price assumed firm unless otherwise stated. Bid prices must include transportation, prepaid by Bidder to destination. Bids other than FOB destination may be rejected. All general or special conditions, prices and terms contained in the accepted bid, and official rules and regulations for purchasing shall apply to all purchases.	
<b>AGENCY ADMINISTRATIVE OFFICER</b> 	<b>DATE:</b> 5/7/10

<b>STANDARD BID INSTRUCTIONS, TERMS AND CONDITIONS</b>	<b>SOLICITATION LOG NUMBER: 10024</b>
OPEN DATE: June 1, 2010 Time: 10:00 AM	PAGE 2

15. Descriptive information.

Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, technical data) sufficient for State of Louisiana agency to evaluate quality, suitability, and compliance with the specifications in the solicitation. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

16. Bid opening.

Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the State of Louisiana agency during normal working hours. Written bid tabulations will not be furnished.

17. Awards.

The State of Louisiana reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

18. Prices.

Unless otherwise specified by the State of Louisiana agency in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and form for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period. Bids other than F.O.B. destination may be rejected. Prices should be quoted in the unit (each, box, case, etc.) As specified in the solicitation.

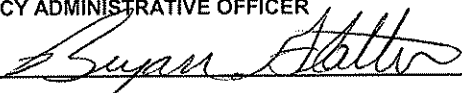
19. Deliveries.

Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation.

20. Taxes.

Vendor is responsible for including all applicable taxes in the bid price. State agencies are exempt from all State and local sales and use taxes.

21. An option for renewal for two additional years is offered under this bid solicitation at the same price, terms and conditions. Approval of both parties, in writing, would be required for renewal each year or period thereof.

Louisiana State Sales Tax not to be included in above price or added to the invoice. Price assumed firm unless otherwise stated. <b><u>Bid prices must include transportation, prepaid by Bidder to destination. Bids other than FOB destination may be rejected.</u></b> All general or special conditions, prices and terms contained in the accepted bid, and official rules and regulations for purchasing shall apply to all purchases.	
AGENCY ADMINISTRATIVE OFFICER 	DATE: 5/7/10



# SPECIFICATIONS

## CLEANING SCHEDULE

College operating hours: 7:00am - 10:00pm; M-Th; 7:00am -5:00pm Fr  
 Approximate Square Footage: Total- 49,449 (Carpet-16,713; Terrazzo-8,093; Laminate-24,643)

Classroom with Carpet	5,615
Classroom with Tile	18,430
Elevator with Tile	140
Hallway with Carpet	1,834
Hallway with Tile	7,139
Restroom with Tile	1,603
Stairwell with Tile	841
Employee Work areas with Carpet	9,264
Employee Work areas with Tile	4,583
	49,449

### DAILY CLEANING (SERVICES TO BE PROVIDED FIVE DAYS PER WEEK)

#### I. DAILY CLEANING

##### A. CLASSROOMS, LABS, LIBRARY, COMMON AREAS, ADMINISTRATIVE OFFICES, PORTABLE BUILDINGS, ENTRANCE PATIOS

- All interior trash receptacles to be emptied and trash removed to a collection point. (Liners to be furnished by FLETCHER.)
- Vacuum all carpeting in traffic lanes and classrooms. Spot clean where needed.
- Clean and polish drinking fountain/water dispensers.
- Dust all horizontal surfaces: including open areas of desktops, files, windowsills, chairs, tables, pictures and all manner of furnishing in above named areas.
- Wet mop (clean water, light cleaner) all hard surface floors to include stairs, stairwells, inside elevator, bathroom floors, hallways, lobby, and classrooms. Remove gum, spillage and soiled areas -- including corners, along edges and beneath furniture.
- All entry door glass shall be spot cleaned to remove handprints, tape, smudges, etc. daily.
- Spot clean partition glass in hallways, especially around office suite doors.
- Erase and spot clean all white boards in building. Clean residue from marker trays.

- Clean interior of elevator and exterior elevator doors—damp mop floors - floors, corners, and threshold. Clean/disinfect control plate and buttons, polish all metal - doors, handrails, control panel.
- Clean classroom: Pick up desktop litter and dust desk tops.
- Sweep outdoor exit landings, patio areas and immediate surrounding grass areas to remove cigarette butts, litter etc.
- Clean/disinfect kitchenette, replenish hand towel dispenser, clean sinks, and wipe tables and microwaves.
- Outdoor trash and cigarette receptacles at the three main entrances/patios shall be inspected daily and emptied as needed with a minimum of two times weekly - Tuesday and Friday.

**B. Restrooms (\_\_\_\_\_ total, Men's/Ladies 1st, 2<sup>nd</sup>)**

- Stock towels, tissue, toilet seat covers and hand soap. Keep well stocked. (Material to be supplied by FLETCHER.)
- Empty sanitary napkin receptacles and clean with disinfectant.
- Empty trash receptacles and wipe/clean inside and outside, if needed.
- Clean and polish mirrors.
- Wipe towel cabinet covers so as not to leave any paper residue or finger/water marks. Clean with disinfectant.
- Toilets and urinals to be cleaned and disinfected inside and out and both sides of the toilet seats; toilet rings or mineral deposits should be removed with pumice stone if needed. Polish bright work. Clean and disinfect from floor to top of toilet pedestal so as not to leave mop dirt or water/cleaning marks on toilet pedestals.
- Wipe clean and disinfect all basins so as to not leave any rings or marks. Polish bright work. Clean and disinfect counter tops.
- Dust partitions, tops of mirrors and all frames where dust may settle.
- Wet mop and rinse restroom floors with disinfectant. Remove splash marks from walls around basins, clean baseboards.

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**I. DAILY CLEANING: BIDDER COMMENTS, CLARIFICATIONS**

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II. WEEKLY CLEANING

A. CLASSROOMS, LABS, LIBRARY, COMMON AREAS, ADMINISTRATIVE OFFICES, PORTABLE BUILDINGS, ENTRANCE PATIOS

- Terrazzo and all hard surface walkway floors Shined or Buffed as needed
- All entrance glass shall be cleaned weekly
- Dust all vertical surfaces of desk, file cabinets, chairs, tables, other furniture and furnishings.
- Power vacuum all carpeting area corners, along edges and beneath furniture. Spot Clean as needed.
- Damp wipe telephones using a disinfectant.
- Thoroughly clean all white/dry-erase boards and trays in all areas, classrooms, meeting rooms etc.
- Wipe down refrigerators and clean/scrub sinks in kitchenette.
- Damp wipe and disinfect all desk tops and surfaces, cabinet surfaces/benches flat surfaces and light switches and doorframes
- interior office partition glass shall be spot cleaned WEEKLY

II. WEEKLY CLEANING: BIDDER COMMENTS, CLARIFICATIONS

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III. MONTHLY CLEANING (1<sup>st</sup> of each month or as indicated)

1. Clean, rinse, and refinish composition floor covering in order to prevent excessive wear.
2. All interior office partition glass shall be cleaned MONTHLY.
3. Accomplish all high dusting, not reached in the above-mentioned cleaning. Recessed lighting, exposed pipes in stairwells, sills, stairwell lights, lobby display platforms/fascia
4. Wipe/dust/vacuum (as applicable) all classroom, computer lab, or science lab desks and chairs which are not daily cleaned.

5. All floor baseboards throughout the building shall be spot cleaned as needed.
6. Terrazzo and all hard surface classroom floors Shined or Buffed.

### III. MONTHLY CLEANING: BIDDER COMMENTS, CLARIFICATIONS

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### IV. OTHER SERVICES TO BE PROVIDED

- a. High glass in foyer, room 103, 104, 105, & 106 to be cleaned SEMI-ANNUALLY. (Jul. 15, Jan. 15)
- b. All hard floors (classrooms, foyer, halls, bathrooms) shall be stripped and waxed (with high quality wax, minimum three coats) two times annually. (December, June)
- c. All floor baseboards throughout the building shall be cleaned and wiped quarterly (Jan. 15, Apr. 15, Jul. 15, and Oct. 15).

INT:\_\_\_\_\_ INT:\_\_\_\_\_

### V. GENERAL

#### A. SUPPLIES

- a. Bidder will supply all chemicals (cleaners, disinfectants, deodorizers, floor care products, etc.)
- b. Bidder will supply all equipment (clean vacuums, clean mops and mop heads, clean buckets, clean trash containers/caddies, etc.)
- c. ~~FLETCHER will supply paper products and handsoap (hand towels, toilet tissue, toilet seat covers).~~
- d. FLETCHER will provide trash receptacle plastic liner/bags (two sizes: one for office/classroom trash cans and one for large interior and exterior trash cans.
- e. Janitor closets, equipment, and materials shall be kept in a neat, clean, and orderly condition at all times.
- f. Defective or inoperative building equipment shall be brought to the attention of FLETCHER such as:
  - i. Leakage or plumbing problem.
  - ii. Defective lights or lighting
  - iii. Door and /or gates not properly secured



- iv. Other unusual circumstances which might affect the security, maintenance, or effectiveness of the facility.

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**V. GENERAL BIDDER COMMENTS, CLARIFICATIONS**

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These are possibilities that would be exercised in addition to initial bid services above.

Option # 1: Cost of extension of services (Day Porter) of one individual for a 3 hour block daily from 11:00 am to 2:00 pm. for restroom cleaning and spot cleaning as needed.

Option # 2: Carpet cleaning/extraction annually (Mid to late Dec) Approx. 16,713 sq. ft.

## **NOTICE TO BIDDERS**

Sealed bids will be received for Fletcher Technical Community College, Main Campus, Administration Office, 310 St. Charles Street, Houma, Louisiana 70360 until **10:00 A.M., on Tuesday, June 1, 2010** for the following:

**Solicitation Number: 10024**

**FOR**

**JANITORIAL SERVICES**

**FOR FLETCHER TECHNICAL COMMUNITY COLLEGE,  
MAIN CAMPUS**

Complete bid documents may be obtained from:

FLETCHER TECHNICAL COMMUNITY COLLEGE  
310 ST CHARLES STREET  
HOUMA, LA 70360  
Attn: Susan Delahoussaye  
Email: [sdelahoussaye@ftcc.edu](mailto:sdelahoussaye@ftcc.edu)  
Fax: (985) 857-3689  
Phone: (985) 857-3655

**SITE VISIT IS REQUIRED.**

### **PRE-BID CONFERENCE:**

A pre-bid conference will be conducted on this project at the jobsite, **FTCC, MAIN Campus, 310 St. Charles Street, Houma, La 70360, Thursday, May 20, 2010 at 2:30 P.M.** Access to the job site will be available as part of the pre-bid conference. Potential Bidders should be prepared to take their own measurements of the project area at the pre-bid conference. Please make every effort to attend this pre-bid conference.

Bid security **MUST** be attached (Insurance Company, Bank Money Order, Certified Check or Cashier's Check) in the sum of five percent (5%) of the amount bid (including base bid and additive alternates, if any) and shall become the property of the Owner in the event the contract and bond are not executed within the time set forth above. If bid bond is used, it shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A- rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to ten percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide, or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds. In addition, the bond shall be written by a surety or insurance company that is currently licensed to do business in the state of Louisiana.

Fletcher Technical Community College shall incur no obligation to the Contractor until the Contract between Owner and Contractor is fully executed.

FLETCHER TECHNICAL COMMUNITY COLLEGE  
ADMINISTRATION OFFICE  
BRYAN GLATTER  
VICE CHANCELLOR OF FINANCE & ADMINISTRATION

**SOLICITATION NUMBER: 10024**

**FOR**

**JANITORIAL SERVICES**

**FOR FLETCHER TECHNICAL COMMUNITY COLLEGE  
MAIN CAMPUS**

BID DELIVERY INSTRUCTIONS FOR FLETCHER TECHNICAL COMMUNITY COLLEGE (FTCC),  
OWNER.

BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT:

FLETCHER TECHNICAL COMMUNITY COLLEGE  
ADMINISTRATION  
PURCHASING SECTION  
P O BOX 5033  
HOUMA, LA 70361-5033

BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS  
FOLLOWS:

FLETCHER TECHNICAL COMMUNITY COLLEGE  
ADMINISTRATION  
PURCHASING SECTION  
310 ST CHARLES STREET  
HOUMA, LA 70360

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER  
MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE FTCC ADMINISTRATION OFFICE  
IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID  
DELIVERY.

BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET  
THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.

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PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:i.535, UNSUCCESSFUL BIDDERS WILL  
BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-  
ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.

FOR ADDITIONAL INFORMATION, CONTACT:

FLETCHER TECHNICAL COMMUNITY COLLEGE  
310 ST CHARLES STREET  
HOUMA, LA 70360  
Attn: Susan Delahoussaye  
Email: [sdelahoussaye@ftcc.edu](mailto:sdelahoussaye@ftcc.edu)

Fax: (985) 857-3689

Phone: (985) 857-3655

**SITE VISIT IS REQUIRED.**

**SITE VISIT IS SCHEDULED FOR THURSDAY, MAY 20, 2010 AT 2:30 PM.  
VISIT WILL COMMENCE IN FTCC MAIN CAMPUS, ADMINISTRATION OFFICE.**

FOR ACCESS TO JOB SITE, CONTACT:

FLETCHER TECHNICAL COMMUNITY COLLEGE, MAIN CAMPUS  
310 ST. CHARLES STREET  
HOUMA, LA 70360  
Attn: Dave Dawson, Facilities  
Email: [ddawson@ftcc.edu](mailto:ddawson@ftcc.edu)  
Fax: (985) 857-3689  
Phone: (985) 857-3655

Signature Authority.

In accordance with L.R.S. 39:1594 (Act 121), the person signing the bid must be:

1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
2. An individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate or affidavit; or
3. An individual listed on the State of Louisiana Bidder's application as authorized to execute bids. By signing the bid, the bidder certifies compliance with the above.

SOLICITATION NUMBER: **10024**

GENERAL CONTRACT PROPOSAL FORM

BID OPENING DATE: **June 1, 2010 at 10:00 A.M.**

FLETCHER TECHNICAL COMMUNITY COLLEGE  
ADMINISTRATION OFFICE  
PURCHASING SECTION  
310 ST CHARLES STREET  
HOUMA, LOUISIANA 70360

BID MADE BY: \_\_\_\_\_

PROJECT:               Furnish all labor, materials, tools and equipment necessary for the  
Renovation at Fletcher Technical Community College as per  
specifications prepared by the Facilities Department.

The undersigned, in compliance with your invitation for bids for the project listed above,  
having examined the specifications and related documents, inspected site and being  
familiar with all of the conditions surrounding the fulfillment of the contract, hereby  
proposes to furnish all labor, materials, tools and equipment necessary to complete the  
above referenced project within the time set forth herein and for the price stated below.

The Lump Sum Total Price stated shall include all permits and governmental fees, licenses,  
and inspections, and all sales, consumer use and taxes of any other nature or kind  
whatever arising from or pertaining to the work or portions thereof provided by the  
contractor which are legally enacted at the time bids are received, whether or not yet  
effective.

BASE BID:       I/We propose to furnish all materials and perform all work as described in the  
specifications and related documents for the sum of: (WORDS AND  
FIGURES)

LUMP SUM TOTAL \$ \_\_\_\_\_

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NOTE: WHERE SO INDICATED BY THE MAKEUP OF THE BID FORM, SUMS SHALL BE  
EXPRESSED IN BOTH WORDS AND FIGURES, AND IN CASE OF A DISCREPANCY  
BETWEEN THE TWO, THE WRITTEN AMOUNT SHALL GOVERN.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA:

Addendum No:\_\_\_\_\_Dated:\_\_\_\_\_Addendum No:\_\_\_\_\_Dated:\_\_\_\_\_

Addendum No:\_\_\_\_\_Dated:\_\_\_\_\_Addendum No:\_\_\_\_\_Dated:\_\_\_\_\_

FIRE MARSHAL'S LICENSE NO. \_\_\_\_\_

LOUISIANA CONTRACTORS LICENSE NO. \_\_\_\_\_

NAME (PLEASE PRINT OR TYPE) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

FEDERAL I.D. NUMBER \_\_\_\_\_

PHONE (\_\_\_\_\_) \_\_\_\_\_

FAX (\_\_\_\_\_) \_\_\_\_\_

## GENERAL CONDITIONS, INSTRUCTIONS, POLICIES AND PROCEDURES

### BIDDING PROCEDURE:

All bids must be submitted on the forms provided for this purpose and must be filled out with ink or typewritten and signed in ink. Any interlineation, alteration or erasure must be initialed by the signer of the bid.

Bidder shall assume full responsibility for timely delivery to the location designated for receipt of bids. Any bids received after the designated opening time will be returned unopened.

The Fletcher Technical Community College is an equal opportunity employer and looks to its Contractors, Subcontractors, vendors and suppliers to take affirmative action to effect this commitment in its operations.

Compliance with civil rights laws. By submitting and signing this solicitation, the bidder agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and bidder agrees to abide by the requirements of the Americans With Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation, without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

### BIDDERS REPRESENTATION:

In making his bid, each bidder represents that: He has read and understands the bid documents and his bid is made in accordance herewith; he has visited the site and has familiarized himself with the local conditions under which the work is to be performed; and his bid is based upon the specifications described in the bid documents without exception.

### ADDENDA:

No Addenda will be issued within a period of seventy-two (72) hours prior to the date set for receipt of bids, except an Addendum, if necessary, postponing the date of receipt of bids or cancelling the request for bids.

Receipt of all Addenda issued shall be acknowledged in bid proposal and/or returned with bid proposal.



### VETERAN AND HUDSON INITIATIVES:

The State of Louisiana Veteran and Hudson Initiatives small entrepreneurship programs are designed to provide additional opportunities for Louisiana-based small entrepreneurs (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurs (Hudson Initiative) are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at [https://smallbiz.louisianaforward.com/index\\_2.asp](https://smallbiz.louisianaforward.com/index_2.asp).

### CONSIDERATION OF BIDS:

Fletcher Technical Community College reserves the right to reject any or all bids and in particular to reject a bid not accompanied by any required bid security or data required by the bid documents or a bid in anyway incomplete or irregular.

Fletcher Technical Community College reserves the right to waive any informality or irregularity in any bid received, deemed to be in the best interest of the State of Louisiana.

### BID SECURITY:

Bid security MUST be attached (Insurance Company, Bank Money Order, Certified Check or Cashier's Check) in the sum of five percent (5%) of the amount bid (including base bid and additive alternates, if any) and shall become the property of the Owner in the event the contract and bond are not executed within the time set forth above. If bid bond is used, it shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A-rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to ten percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide, or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds. In addition, the bond shall be written by a surety or insurance company that is currently licensed to do business in the state of Louisiana.

### AFFIDAVIT:

Successful Contractor shall be required to execute an affidavit attesting "THAT PUBLIC CONTRACT WAS NOT SECURED THROUGH EMPLOYMENT OR PAYMENT OF SOLICITOR".

### REJECTION OF BIDS:

The undersigned understands that Fletcher Technical Community College reserves the right to reject any and all bids and to waive any informalities.

### WITHDRAWAL OF BIDS:

The undersigned agrees that this bid shall be good and may not be withdrawn for a period of thirty (30) calendar days after the bid opening.

PAYMENTS: The following payment schedule shall apply:

Upon satisfactory completion of monthly work, vendor will submit invoice to Fletcher Technical Community College. FTCC will process all invoices according to the Terms: net 30.

### INSURANCE:

Compensation Insurance, public liability and property damage insurance, as indicated below, are required on this bid.

## INSURANCE REQUIREMENTS

### CONTRACTOR'S LIABILITY INSURANCE

***Proof of Insurance will be required before work can commence.***

Insurance coverage specified below shall be furnished with the following minimum limits:

COMPENSATION INSURANCE: The Contractor and Subcontractors shall take and maintain during the life of the contract Workman's Compensation Insurance for all of their employees employed at the site of the project. In case any class of employees engaged in hazardous work under the Workman's Compensation Statute, the Contractor and Subcontractor shall provide Employer's Liability Insurance for the protection of their employees not otherwise protected.

PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE: Comprehensive Public General Liability Insurance, including but not limited to bodily injury, property damage, contractual liability, products liability, completed operations and owner's protective liability with combined single limits of \$500,000 per occurrence with a minimum aggregate of \$1,000,000.

LICENSED AND NON-LICENSED MOTOR VEHICLES: The Contractor shall take out and maintain during the life of the contract, Automobile Public Liability Insurance in an amount not less than combined single limits of \$100,000 per occurrence for bodily injury/property damage. If any non-licensed motor vehicles are engaged in operations within the terms of the contract on the site of the work to perform thereunder, such insurance shall cover the use of all such motor vehicles engaged in operating within the terms of the contract on the site of the work to be performed thereunder, unless such coverage is included in the insurance specified.

## CORPORATE RESOLUTION

BE IT RESOLVED by the Board of Directors of \_\_\_\_\_  
in a meeting duly assembled that \_\_\_\_\_  
(Name) (Title)  
of the Corporation, be, and he is hereby authorized, empowered and directed for and on behalf of  
the Corporation to negotiate for and sign any and all bid proposals and/or contracts which this  
Corporation might enter for the furnishing of services for the Corporation under such terms,  
conditions and stipulates, and for such consideration as he might deem to the best interest of the  
Corporation.

\* \* \* \* \*

I, \_\_\_\_\_ (Name) Secretary of  
\_\_\_\_\_ do hereby certify that the above and  
foregoing is a true and correct copy of Resolution unanimously adopted at a meeting of the Board  
of Directors of said Corporation held on the \_\_\_\_\_ day of \_\_\_\_\_, 2009, at which meeting  
all members of the Board of Directors were present and voted thereon and that said Resolution has  
been spread upon the minute books of the Corporation, and same is in full force and effect.

WITNESS MY SIGNATURE THIS \_\_\_\_\_ day of \_\_\_\_\_, 2009, at  
\_\_\_\_\_, Louisiana.

\_\_\_\_\_  
Secretary

**BIDDER'S AFFIDAVIT**

A sworn statement shall be submitted with the bid certifying that the bidder has not, directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this project. This sworn statement shall be in the form of an affidavit as indicated below, executed and sworn to by the bidder before persons authorized by laws of the State to administer oaths. The original of such sworn statement shall be submitted with the bid.

**Affidavit**

Solicitation Number:

Name of Project:

Parish: **TERREBONNE**

(an individual)

(a partnership)

(a corporation)

\_\_\_\_\_ certify that I (we) have not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for this project.

(an individual)

(a partnership)

(a corporation)

Signed \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Parish or county \_\_\_\_\_

State of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

My commission expires the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

## BID BOND

\_\_\_\_\_  
as principal (Bidder) and \_\_\_\_\_  
as Surety, are bound unto the Fletcher Technical Community College (hereinafter referred to as  
"FTCC") in the full sum of \_\_\_\_\_  
DOLLARS, (\$ \_\_\_\_\_) for payment of which the Principal and Surety bid  
themselves, their heirs, administrators, successors, and assigns, jointly and severally.

The condition of this obligation is such that Principal has submitted to FTCC a bid on a  
contract identified as Renovation Project of the First Floor of the FTCC LAMPI Campus.

If the contract is awarded to the Principal and the Principal, within the specified time,  
enters into the contract in writing and gives the required bond(s) with Surety acceptable to FTCC  
for performance of said contract, this obligation shall be void: otherwise to remain in effect.

\_\_\_\_\_  
Principal (Bidder)

\_\_\_\_\_  
Surety

By: \_\_\_\_\_  
Owner or Authorized  
Representative

By: \_\_\_\_\_  
Agent or Attorney-in-Fact

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Typed or Printed Name

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_